



Policy and Procedure

Title: Expense Reimbursement – Official CASQA Business

Purpose

CASQA will provide reimbursement to approved individuals who are conducting official business for CASQA for items that are in the annual CASQA budget. Approved individuals include CASQA Board members, CASQA Executive Program Committee members, CASQA administrative staff, CASQA approved instructors and others contracted to provide approved services to CASQA.

Policy

It is the policy of CASQA to reimburse CASQA Board members, CASQA EPC members, CASQA administrative staff, CASQA approved instructors, and others contracted to provide approved services to CASQA for certain budgeted expenses. The Treasurer may approve reimbursement requests that are included in the approved CASQA budget and are \$999.99 or less. For reimbursement requests \$1,000 or greater, two Board officers must approve the request. Reimbursement will include, but may not be limited to, out-of-pocket expenses incurred on behalf of the organization for a CASQA business activity.

Reimbursement for out-of-pocket expenses may include mailing costs, shipping costs, printing costs, plaques/awards, Board meeting meals, Board meeting space, meeting space, promotional items (e.g., shirts, hats, pins, etc), etc.

Reimbursement for CASQA-approved instructors' customary and usual out-of-pocket expenses will be based upon either a contract signed by instructors and/or other such documents developed for such purposes on a case-by-case basis. Customary and usual expenses are defined as conference registration fees (if instructors are required to pay to conduct official business for CASQA); travel costs including economy airfare and personal vehicle mileage at current federal rate; and reasonable meals and accommodations. Expenses will be eligible for reimbursement at a rate of 100 percent of the actual cost incurred (i.e., no overhead or multiplier).

Payments for services rendered or items received that are covered under an approved contract or agreement are not considered to be a reimbursement and therefore, not covered by this policy.

Procedure

Requests for approval for reimbursement must be submitted to the CASQA Treasurer at least five working days prior to the date of expenditure.

Reimbursement requests for expenditures that cannot be reasonably anticipated must be submitted within 30 days of the expenditure. Requests for approval of reimbursement must include the purpose, estimated costs and any other relevant information. Approvals via email or fax are acceptable.

After the approval is received and the expense is incurred, the CASQA expense reimbursement form must be completed and signed by the person requesting reimbursement and submitted to the CASQA Treasurer for processing. Documentation for reimbursement (i.e., receipts) must be provided with the CASQA reimbursement form.

After receipt of the expense reimbursement form and documentation, the CASQA Treasurer will provide reimbursement within 15 days of receipt of the request, unless documentation is not adequate, or there is some question about the expenses. When the documentation initially submitted is not adequate, the Treasurer will make a reasonable attempt to obtain the additional information needed to answer any remaining questions.